

Missouri State Highway Patrol

Civilian Employment Application Information

This information is provided to assist you in applying for a civilian, uniformed-civilian, or temporary position with the Missouri State Highway Patrol. It does not pertain to the Trooper Selection Process.

Position Vacancies

All civilian and uniformed civilian vacancies are posted for a minimum of ten working days on the Missouri Department of Public Safety and Missouri State Highway Patrol Internet web sites, at each MSHP troop headquarters, and General Headquarters. Occasionally, classified ads may also be placed in local newspapers. Temporary positions are posted until filled.

Application Procedures

The Missouri State Highway Patrol only accepts applications for vacant positions that are posted by the Human Resources Division. Applications are available on our website (fillable Adobe format) or can be obtained through the listed facilitator, General Headquarters or any Troop Headquarters. Completed applications may be mailed, faxed or emailed to the listed facilitator.

Individuals with questions regarding the position or application procedures should contact the facilitator assigned to the posting. A resume will not be accepted in lieu of an application. Individuals who wish to apply for more than one vacancy must ensure each vacant job title is listed on the application.

Applications for positions which require a college degree must be accompanied by official college transcripts. Applications for positions which require a typing score must be accompanied by a copy of the typing test score sheet. An online typing test is available on our website. The Patrol also accepts typing tests from the Missouri Career Center and the State of Missouri's Office of Administration Personnel division.

Screening Process

When a position closes, all submitted applications that meet the minimum qualifications will be reviewed by the listed facilitator. Applications are evaluated against specific qualifications and requirements for the vacant position. Applicants are encouraged to complete the Application for Employment as thoroughly as possible, attaching additional pages if necessary.

Interview Process

Individuals selected for interviews for all civilian and uniformed-civilian positions must undergo a panel interview. This interview panel normally consists of three board members who ask job-related interview questions to each applicant. A facilitator will be available to answer any questions from the applicant regarding employment issues such as benefits, salary, probationary period, etc. The interview process takes 30 - 60 minutes. Some specialized positions may also require additional evaluation methods such as a polygraph examination, written examination, or practical exercise. Interviews for temporary positions are done in a one-on-one format with the troop commander, division director, or their designee. All applicants will be notified of their status regarding the employment process by letter or telephone.

Application Retention and Reapplying

Applications for civilian, uniform-civilian, and temporary positions will be kept on file for 12 months. Applicants may request their application be pulled for consideration in any posted vacancy(s) during that 12 month time-frame by contacting the facilitator assigned to the vacancy. (Individuals with an application currently on file should advise the facilitator of the location at which the most recent application was submitted.) Filed applications should be updated regarding changes in employment history, contact information, and/or salary requirements. This can be accomplished through the Human Resources Division or the Troop Headquarters where application was originally submitted.

Equal Employment/Affirmative Action

The Missouri State Highway Patrol is an Equal Employment/Affirmative Action Employer. No person shall be discriminated against because of race, color, national origin or ancestry, sex, age, religious convictions, veteran status, disability status, political beliefs, or other non-job related criteria.

Affirmative Action dictates that positive steps be taken to ensure that persons from all cultures of the community be represented in our workforce. We are further committed to ensuring that individuals with disabilities be given the same consideration for employment as applicants without disabilities. If an applicant is disabled and needs assistance in accessing the application process, contact the Human Resources Division at telephone number (573) 526-6117. For hearing impaired applicants, a Telecommunications Device for the Deaf (TDD) is available through General Headquarters, (573) 751-3313 or any Troop Headquarters.

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/currentOpenings.html>

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